



**THE UNIVERSITY OF CONNECTICUT**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**QUALITY BASED SELECTION**  
**GANT BUILDING RENOVATIONS – STEM**

**PROJECT NUMBER: 901803**

**ISSUE DATE:**

**FRIDAY, MARCH 13, 2015**

**RFQ DUE DATE:**

**WEDNESDAY, APRIL 8, 2015**

Issued By: Amy Allen  
Purchasing Agent II, University of Connecticut  
Office of Capital Projects and Contract Administration  
3 North Hillside Road  
Storrs, CT 06269-3047  
Phone: (860) 486- 4648, Fax: (860) 486-1953

**EDWARD V. GANT BUILDING FOR STEM**



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## **SECTION I**

### **PURPOSE**

The purpose of this Request for Statement of Qualifications is to solicit to experienced architectural firms to provide programming, planning and design/engineering services for a multi-phase renovation to the Edward V. Gant Building for STEM on the University's Storrs campus.

### **OVERVIEW**

The University has completed an updated Master Plan which will guide campus development at the Storrs and Depot Campus for the next twenty years. The Master Plan is supported by the capital construction and deferred maintenance program known as NextGEN Connecticut. This includes a commitment by The State of Connecticut to invest more than \$800 million for Science, Technology, Engineering and Mathematics (STEM) facilities on the UCONN campus over the next ten years. The purpose of this project is to renovate the Edward V. Gant Building for STEM initiatives.

### **BACKGROUND**

The Gant Complex is approximately 285,000 gross square feet (gsf) consisting of laboratory, classroom and office space. The complex currently houses the departments of Physics, Mathematics, the Institute of Materials Science (IMS), UITS Technical Infrastructure and Administration including a data center. The Gant complex was constructed in two phases beginning in 1970. Phase 1 accounted for a four story north wing for IMS and a five story west wing for Physics. Phase 2 was completed in 1974 and accounted for a five story south wing for Math.

In 1998, design work was initiated on a 16,000 gsf addition to the Gant complex for IMS use (referred to as the "Gant Plaza"). The single story steel-framed addition opened in 2002. A concurrent exterior plaza restoration project replaced damaged storm drainage systems and provided new waterproofing and pedestal paving systems for the existing plaza. Brick veneer on the southwest tower was stabilized.

In 2003, the Biology/Physics Building opened adjacent to Gant Plaza. While not technically part of Gant, the building connects to Gant at the podium level and shares some building services.

Currently the University is working with a consultant that is providing assessment and analysis as well as building program and development services for the STEM program on the University's Storrs Campus. That consultant is targeted with the challenge of determining the highest and best use for Gant, going forward. The relevant information for the Gant Building Renovations will be shared with the (awarded) pre-qualified consultants when the RFP for Design services is issued (late spring 2015).

### **SCOPE OF WORK**

The Gant Building Renovation is expected to consist of classrooms, research and teaching laboratories, offices and meeting rooms. The renovations shall be phased, with an emphasis on façade, envelope and utility upgrades. The internal architecture will undergo selective renovations, as the overall construction budget and resources are limited. . The final occupants of the building have not been identified but will be informed by the STEM Space Needs Assessment and Preliminary Building Program described above. Note, that portions of the building including the Data Center will remain occupied for the duration of the project.

The following services shall be included in this Architect's scope of work:

- Design services shall consist of all disciplines necessary to meet the needs of the programmatic requirements including but not limited to architectural, lab consultant, landscape architecture, structural, mechanical, electrical, plumbing, fire protection, civil, interiors, telecommunications and data, audio-visual, code compliance, sustainability and security.
- Site work will include drainage, storm water management, sidewalk connections and utility services. Note that some campus-wide utility mains pass under or adjacent to the Gant complex.
- Building envelope scope will include façade and roof repairs to provide an energy efficient, water tight and safe structure.
- The project will apply leading-edge sustainability standards that address energy, water and material use consistent with the Sustainability Framework Master Plan.
- The project will be consistent with the standards for the State of Connecticut High Performance Building Construction Standards for State-Funded Buildings. The project will be registered with LEED with a target of Silver or better.

The successful firm will be expected to perform architectural functions for a phased project including, but not limited to:

1. **DESIGN SERVICES.** Based on the University's program and budget requirements, and upon written authorization of the University, the Architect will prepare Design Documents to allow the University to prepare a bid.
2. **BIDDING PHASE.** The University's Office of Capital Projects and Contract Administration (CPCA) in association with the successful Architect will provide construction drawings to the University for the development of a bid package. The Team will be required to prepare the plans and specifications suitable for this process.
3. **CONSTRUCTION ADMINISTRATION.** Unless otherwise directed, the team will be responsible for on-site construction administration. They will be responsible for review and approval of all construction submittals, attending construction meetings, responding to Requests for Information, Addenda to the drawings and final punch list inspections. See contract for further requirements.
4. **POST CONSTRUCTION.** The successful firm will be responsible to submit final as-builts to the University within 3 months of project completion. The as-builts will be in conformance to the University's Planning and Design CAD Standards which can be found at: <http://www.paes.uconn.edu/CADStandards.html>
5. **MEETINGS.** Participate in project meetings with the University, Project Manager, Planner, and other parties as required to review progress, address questions, and coordinate activities planned for the next interval.
6. **UNIVERSITY APPROVALS:** The complete drawings, specifications, probable cost estimate, and other documents will be presented to the University for written approval at the end of the design phase. The Architect will also be required to obtain initial approvals from the UConn Fire, code compliance reviewers, and/or other University departments.

7. **REGULATORY COMPLIANCE:** All work shall comply with applicable laws, regulations and building codes, including, where applicable, laws requiring the payment of prevailing wages.

## **SCHEDULE**

The project will be implemented in a multi-phase renovation that will allow for a sequential start to construction. The relocation of existing occupants to other spaces on campus will be captured in other enabling projects and is not part of the scope of this project.

1. The design phase will take place over an eighteen (18) month duration beginning tentatively on July 2015 and finish by December 2016.
2. Construction is anticipated to start July 2017 and be completed in the ensuing five years by the end of 2022.

## **SECTION II**

### **PROPOSAL PROCESS**

This Quality Based Selection (QBS) will be a two part process. The first part will be the receipt & evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document. Applicants shall use GSA form SF-330 available at <http://www.gsa.gov>.

### **CONTENTS OF APPLICATION**

Interested firms are required to submit proposals in the following format:

- **University Cover Sheet Form - provided to Applicants at the end of this Instructions to Applicants package. Applicant must mark the original signature document as the “original” and then subsequently check off the provided number of copies.**
- **Tab One –Letter of Transmittal; Letter of Interest.**
- **Tab Two – Qualifications of Consulting Firms and Sub-Consultants.**
- **Tab Three – Complete a fillable PDF of the GSA Form SF330.**
- **Tab Four - Provide narrative of project approach.**
- **Tab Five - Provide Applicant’s site proximity to the Storrs Campus – 3 North Hillside Rd. If certified, provide Applicant’s Connecticut certificate of Small Business Enterprise and/or Minority Business Enterprise (SBE/MBE).**
- **Tab Six – Professional Hourly Rates (All Inclusive); and References**
- **Tab Seven – Provide the following documents:**
  - **Original Certificate of Legal Existence issued by the Connecticut Secretary of the State.**
  - **Formal Acknowledgement that Applicant has reviewed the contract and its terms and accepts it without exception.**
  - **Affidavits (use the following website to obtain and execute the listed forms)**  
[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806)
  - **OPM Ethics Form 1 Gift and Campaign Contribution Affidavit**
  - **OPM Ethics Form 5 Consulting Agreement Affidavit**
  - **OPM Ethics Form 6 Affirmation of Receipt of State Ethics Laws Summary**
  - **OPM Ethics Form 7 Iran Certification Form**
  - **Nondiscrimination Certification Form C**  
[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

- **LLC Documentation (if required)**
- **Tab Eight – Certifications (If Applicable)**

### **SUBMISSION GUIDELINE/CONSIDERATIONS**

The University of Connecticut advises Applicants to reflect upon the following prior to submitting its proposal:

- The University is a signatory to the President's Climate Commitment and as such recommends that Applicants demonstrate a similar commitment by eliminating redundancy, non-recyclable dividers, and irrelevant materials in their submission;
- Read and review the RFQ carefully. Respond clearly and fully to technical criteria listed. Scoring is based on the criteria. Applicant must be clear about the relevance of work presented in its SOQ;
- Organize your relevant experience to the SOQ in a manner that assists the reader in the evaluation process;
- Provide information that is complete and transparent, indicating whether a proposed team member worked on a relevant project while at another firm; and
- Once contracted and at the point of assignment, sub-consultants are subject to the approval of the University.

*Section G of the GSA Form SF330, Key Personnel Participation in Example Projects*, provides evaluators with a clear, visual presentation of the experience of the firms and the individuals proposed by the Applicant.

If the Applicant is a LLC the following must be provided with the RFQ submission:

1. Certificate of legal existence from the state of organization/formation of the entity proposing to the University.
2. For entities that are organized/formed in a State other than Connecticut, in addition to #1, a copy of a Certificate of Authority to do business in the State of Connecticut from the Secretary of the State of Connecticut.

Applicants are hereby reminded that Joint Ventures or other associations should be clearly identified and relevant experience provided on GSA Form SF330.

### **PART 1 – TECHNICAL CRITERIA – QUALIFICATIONS AND EXPERIENCE**

The Technical Qualification/Experience criteria shall address the following:

**Letter of Transmittal/ Letter of Interest** – Include a Letter of Transmittal, a brief statement of firm's technical qualifications to complete this project. Prepare a narrative which clearly demonstrates the firms' understanding of the specific needs of the University and which concisely present a technical approach to completing the proposed scope of work.

**Qualifications of Prime Consulting Firm and Sub-Consultants** – Describe the overall qualifications of the firm (and any sub consultants) including background in this field and the services that it provides. The firm shall:

1. Provide ten (10) examples of similar projects: comparable in size and building type, with an emphasis on sustainable design – completed within the past 7 years.
  - Of those ten (10), three (3) to five (5) must be of similar 'vintage' (building age)
  - Of those ten (10), two (2) must have been phased projects.

2. Provide documentation on team experience for applicable relevant programs.
3. Identify the prime firm for contracts and communication on an organizational chart.
4. If a joint venture is proposed, provide the proposed joint venture arrangement between the parties outlining the percentage of responsibilities and the organizational structure associated with a joint venture established for the project.

The prime firm should also highlight its experiences with its sub consultants and their successful projects together. The firm should demonstrate:

1. Excellence in the renovation of STEM Buildings of comparable size, scope and complexity.
2. Candidates should be prepared to demonstrate how their innovations in the renovation and design of other projects have resulted in well executed cost effective state of the art STEM facilities.
3. Excellence in technical design and execution. Architect shall have a proven capability to provide creative, functional and flexible design solutions with an economy of means and within the project budget.
4. Technical expertise in developing high quality, well-coordinated construction documents for complex projects and excellent follow-through during construction.
5. Sustainable Design – Demonstrated experience with sustainable design, including completed projects that received LEED certification or completed projects that demonstrably conserve energy and other resources.
6. Demonstrated excellence in adhering to project budgets and in meeting critical schedules from design through construction.
7. Recent, current and projected workload and ability to incorporate this project into the workload.
8. Change order history showing dollar amounts and time extensions over the past (3) three calendar years.
9. Experience working on public projects.
10. Experience working with multiple stakeholders in a university setting for a project of similar size, scope and complexity.

**Qualifications and Responsibilities of Key Personnel** – Describe the professional qualifications and responsibilities of the key project team personnel who will be assigned to the project including their experience on similar assignments (campus environments and their specific responsibilities on the proposed project. The proposal shall include complete resumes for each principal as well as resumes of sub consultants that the Architect deems necessary to complete the purposes of this project. Utilize Federal Form 330 to provide documentation on team experience for applicable relevant programs.

**Project Team Staffing Changes** - If after technical proposals are submitted to the University there are staffing changes to the proposed project team, the firm must notify the University immediately and submit resumes' of replacements. Lack of notification could be grounds for disqualification.

**Project Approach** – Prepare a narrative which demonstrates the firms' understanding of the needs of this project. All work shall be informed by the results of the STEM study, and in accordance with the Master Plan. Concisely present a technical approach to completing the proposed scope of work.

**Site Proximity 100 Miles/SBE/MBE** – The driving distance from the Applicant's primary office (where the majority of design services are completed) should be provided via internet mapping from that office to 3 North Hillside Road, Storrs, Connecticut 06269. In an effort



to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation.

**References** – The firm shall submit five (5) references for which the firm has performed work within the past five (5) years. Include the name, title, address and telephone number of each reference and description of duties.

Note - The University may choose to interview firms as part of the selection process, however, the proposer should not assume that this will be done. The technical proposal shall be “stand alone” document and may be the sole basis of selection. The University reserves the right to award the project based on the qualifications submitted or what best serves the needs of the University.

## **PART TWO – DEFINE SCOPE / PROVIDE FEE MATRIX**

The second part of the process will involve the University providing the short listed firms detailed scope information, requesting fee proposal/fee matrix and interviews/presentations (if requested). Fees will be requested once firms are short-listed; Fees are not required at this step.

## **EVALUATION PROCESS**

The award of an agreement to the successful proposer will be based upon a comprehensive review. All proposals will be evaluated by a committee which will use the specific evaluation criteria listed in this document with the University reserving the right to base award on proposal presentation and subsequent interviews.

The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

## **SECTION III**

**Request for Information (RFI's) are due no later than 2:00PM on:  
Thursday March 26, 2015**

**RFQ's are due no later than 2:00PM on:  
Wednesday April 8, 2015**

**Under no circumstances may any applicant or its representative contact any employee or representative of the University regarding the RFQ prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated.** Any violation of this condition may result in the applicant being considered non-compliant and ineligible for award.

## **SUBMISSION FORMAT/RECEIPT OF SOQ**

**All SOQs must be submitted in a *sealed* envelope or box and labeled as noted above. No responsibility will be attached to any person for the premature opening of any SOQ that is not properly identified.**

E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as non-conforming. If you intend to use an express delivery service, it is recommended that

you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered.

An **original and six (6) copies and one (1) electronic copy (CD or Flash Drive) of STATEMENT OF QUALIFICATION must** be submitted in a sealed envelope / box and must be sent to:

Amy Allen  
Capital Projects and Contract Administration  
3 North Hillside Rd  
Storrs, CT 06269-6076  
Fax: (860) 486-1953  
Labeled: "RFQ – Project 901803 – GANT Building Renovation"

**On or before 2:00 PM Local time Wednesday, April 8, 2015**

**Any submittal received after the time specified for the receipt of RFQs shall not be opened or considered and will be marked "LATE" and shall be returned unopened.**

**The University expressly reserves the following rights:**

1. To reject any and all Applications and to waive any informalities, irregularities or technical defects in the Application if it is deemed to be in the best interest of the University.
2. To solicit, receive and/or utilize information from any persons or entities referenced or used as references, or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity, financial status or any other definitive characteristics.
3. The submission of an Application shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent.
4. The University may request that any applicant clarify or supplement any information contained in the SOQ. Applicants are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.

## **COMMUNICATION**

### **Request for Information (RFI's):**

All Requests for Information ("RFI") must be received in writing no later than 2:00PM on Thursday March 26, 2015 and sent electronically to [amy.allen@uconn.edu](mailto:amy.allen@uconn.edu). Include in the subject line: RFI – 901803. All responses will be posted on our website where you obtained the RFQ. It is the Applicant's responsibility to retrieve the clarifications posted. No RFI's will be answered after the date and time specified. No RFI's will be answered verbally, no phone calls please.

### **Informal Communications**

From the date of receipt of this RFQ by each applicant, until a binding contractual agreement exists with the selected Firm or Firms and all other applicants have been notified or when the University rejects all SOQs, **informal communications regarding this procurement shall cease**. Informal communications shall include, but are not limited to:

- A. Requests from the applicants to any department(s) at the University, for information, comments, speculation, etc.; and
- B. Requests from any department at the University, or any employee of the University for information, comments, speculations, etc.

### **Formal Communications**

From the date of receipt of this RFQ by each applicant until a binding contractual agreement exists, as noted above, communications between the University and the applicants will be formal. Formal communications shall include but not be limited to oral presentations, if required.

### **VENDOR CODE OF CONDUCT:**

In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University has developed the Code of Conduct for University of Connecticut Vendors (the "Vendor Code of Conduct"). Contractor hereby acknowledges receipt of the Vendor Code of Conduct. A copy of the Vendor Code of Conduct is available at <http://csr.uconn.edu/>. The Vendor Code of Conduct is hereby incorporated herein by reference to the extent Contractor is required to comply with the same pursuant to this section. Contractor agrees to comply with the "Principal Expectations" described in the Vendor Code of Conduct. Contractor further agrees to comply with the "Preferential Standards" described in the Vendor Code of Conduct, to the extent a commitment to so comply, or a representation of compliance, was provided by Contractor to the University in writing. Any such commitment or representation is hereby incorporated herein by reference. Contractor agrees to provide the University with such evidence of Contractor's compliance with this section as the University reasonably requests and to, at the request of the University, provide a comprehensive, annual summary report of Contractor's corporate social and environmental practices.

### **NOTIFICATION**

All Applicants will be notified of the status of their Application. Successful firms will be issued a Letter of Intent to Award by the University.

### **CONTRACT**

Applicants will have an opportunity to review the contract template in its entirety prior to the Application deadline. The Contract will be posted at the time the RFI responses are posted to the website. In submitting applications in response to this RFQ, Applicants will be deemed to have accepted the terms of the contract without exception, as well as any modifications to the contract that the University deems necessary prior to execution.

### **DEFINITION OF TERMS**

"SOQ"	Statement of Qualifications
"RFQ"	Request for Qualifications
"Purchaser", "Buyer", "UConn" "University of Connecticut", or "University"	The University of Connecticut
"Bidder", "Applicant", "Vendor" "Seller", or "Firm(s)"	Person, firm or corporation submitting SOQ to this RFQ
"Coordinator"	Amy Allen

**END OF INSTRUCTIONS TO APPLICANTS**

ALL INCLUSIVE HOURLY RATES

All inclusive hourly rates for the Applicants shall be based on all inclusive prices per hour, which prices shall be in effect for the duration of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates.

Professional, all inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.

The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment.

Position Title	(All Inclusive Hourly Rate)
	\$

**COVER SHEET**

\_\_\_ ORIGINAL \_\_\_ Copy 1 \_\_\_ Copy 2 \_\_\_ Copy 3 \_\_\_ Copy 4 \_\_\_ Copy 5 \_\_\_ Copy 6  
\_\_\_ Flash Drive/CD

**RESPONSE TO THE REQUEST FOR QUALIFICATIONS  
FOR  
GANT BUILDING RENOVATIONS - STEM:  
PROJECT # 901803**

**RFQ Due Date: No Later than 2:00PM on  
Wednesday April 8, 2015**

Name of the Firm Submitting: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Print Name of Authorized Agent Submitting as Point of Contact: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

Point of Contact E-Mail Address and/or URL: \_\_\_\_\_

Applicant acknowledges it has reviewed and accepted the Contract for Consulting Services:

\_\_\_\_\_  
(Signature) (Date)

Firm \_\_\_ is / \_\_\_ is not an LLC:

\_\_\_\_\_  
(Signature) (Date)

If Firm is an LLC, required documentation is included under Tab 6:

\_\_\_\_\_  
(Signature) (Date)